



UNIVERSITAT^{DE}
BARCELONA

Name change procedure for trans* and non-binary individuals at the University of Barcelona

Update approved by the Executive Council on 14 May 2024

Table of contents

1) Introduction	3
2) Monitoring and improvement of procedure.....	4
3) Regulatory framework.....	4
University of Barcelona	4
Catalonia	4
Spain.....	5
Europe	5
4) Change of chosen name within the university	5
Aim	5
Scope of application.....	5
Time limits.....	6
Procedure.....	6
a. Submission of applications	6
b. Review of applications.....	6
c. Notification of changes.....	7
Catalogue of services	7
5) Change of legal name	7
Aim	8
Scope of application.....	8
Time limits.....	8
Procedure.....	8
Effects.....	9
ANNEX 1. GLOSSARY	10
ANNEX 2. RIGHT TO INFORMATION RELATING TO THE TREATMENT OF PERSONAL DATA.....	12

1) Introduction

The following document sets out the procedure and conditions established by the University of Barcelona for trans* and intersex individuals, and any other individuals who do not fit into the male-female binary, to be treated and addressed in accordance with their chosen name, regardless of whether it matches their officially registered gender. This document succeeds and updates the document entitled “Name change procedure for transsexual and transgender members of the UB community”, approved by the Governing Council on 21 September 2016, in order to reflect new regulations that include non-binary individuals.

The name change procedure takes into account the right to equality and non-discrimination, the protection of human dignity, and the right to moral integrity and privacy. In terms of the regulatory framework, the procedure specifically takes into account Law 3/2007 of 15 March on the correction of Registry Office records containing mention of a person’s gender (Official Gazette of the Spanish State No. 65) as a precedent for the laws currently in effect that safeguard such protections, namely Law 11/2014 of 10 October to safeguard the rights of lesbian, gay, bisexual, transgender and intersex people and to eradicate homophobia, biphobia and transphobia, and Law 4/2023 of 28 February for the real and effective equality of trans people and for the guarantee of the rights of LGBTI people (Official Gazette of the Spanish State No. 51). The procedure also takes into account Resolution 45/2022 of 15 March approving the Government of Catalonia’s strategy for the incorporation of references to non-binary people, chosen names and family diversity in administrative documents and information systems. Specifically in the university area, the procedure takes into consideration the Third Equality Plan of the University of Barcelona, approved by the Governing Council on 7 October 2020, and the University of Barcelona protocol for preventing, detecting and taking action in situations of sexual harassment or harassment on the grounds of sex, gender identity or sexual orientation, or any other sexist or anti-LGBTQIA+ conduct, approved by the Governing Council on 13 May 2022.

It is important to note that any applications to make a name change in accordance with this procedure are not applications submitted in exercise of the right of rectification provided for by Article 15 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the treatment of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation).

All UB staff who have access to information or data concerning the procedures regulated in this protocol are obligated to maintain confidentiality.

2) Monitoring and improvement of procedure

The responsibility to monitor and improve the procedure falls to the Equality Unit and the Equality Commission of the University of Barcelona (UB), a delegate body of the UB's Governing Council.

3) Regulatory framework

University of Barcelona

The Third Equality Plan of the University of Barcelona, approved by the Governing Council on 7 October 2020. [[link to document in Catalan](#)]

University of Barcelona protocol for preventing, detecting and taking action on situations of sexual harassment or harassment on the grounds of sex, gender identity or sexual orientation, or any other sexist or anti-LGBTQIA+ conduct, approved by the Governing Council on 13 May 2022. [[link to document in Catalan](#)]

Catalonia

Resolution 45/2022 of 15 March approving the Government of Catalonia's strategy for the incorporation of references to non-binary people, chosen names and family diversity in administrative documents and information systems.

Articles 13 and 23 of Law 11/2014 of 10 October to safeguard the rights of lesbian, gay, bisexual, transgender and intersex people and to eradicate homophobia, biphobia and transphobia (Official Gazette of the Government of Catalonia, No. 6730). [[link to document in Catalan](#)]

Law 19/2020 of 30 December on equal treatment and non-discrimination. [[link to document in Catalan](#)]

Article 1 of the Protocol for non-discrimination due to the gender identity of transgender, intersex and transsexual people in administrative procedures related to admission into the Catalan university system, approved by the Inter-University Council of Catalonia on 21 February 2017.

Article 40(8) of the Catalan Statute of Autonomy provides that "the public authorities shall promote the equality of all individuals, regardless of their origin, nationality, gender, race, religion, social condition or sexual orientation, and shall also promote the eradication of racism, anti-Semitism, xenophobia, homophobia and any other expression of intolerance that infringes on the equality and dignity of the individual". [[link](#)]

Spain

Articles 20-22 and 49 of Law 4/2023 of 28 February for the real and effective equality of trans people and for the guarantee of the rights of LGBTI people (Official Gazette of the Spanish State No. 51). [[link to document in Spanish](#)]

Europe

Resolutions of the European Parliament of 8 February 1994, 18 January 2006 and 24 May 2012 concerning equal rights for gays and lesbians and the fight against discrimination and homophobia.

Council Directive 2000/78/EC of 27 November 2000 establishing a general framework for equal treatment in employment and occupation. [[link to document in Spanish](#)]

Article 21 of the Charter of Fundamental Rights of the European Union, which enshrines into EU primary law a series of rights and principles, including the prohibition of discrimination based on sexual orientation.

State of the Union Address on 12 November 2020, which sets out the first strategy for the equality of lesbian, gay, bisexual, transsexual, non-binary, intersex and queer (LGBTIQ) individuals in the European Union for the period 2020–2025.

4) Change of chosen name within the university

Article 23(1) of Law 11/2014 of 10 October requires the establishment of conditions to ensure that individuals are addressed as and called by the name that matches their identified gender (that is, by their chosen name), even in the case of legal minors.

Changing an individual's name for use in university settings and proceedings as regulated by the present document involves adoption of the use of the individual's chosen name at the formal request of the individual concerned.

Aim

The aim of this document is to assist the individuals concerned in the adoption of their chosen names in the activities that they carry out at the UB. This involves use of their chosen name in place of their legal name in any context regulated by the present document that does not have legal implications for the UB. As a consequence, it does not entail changing the gender designation indicated in their documentation, but rather only has internal effects within the University of Barcelona.

Scope of application

This procedure is open to all UB students and all staff with a formal statutory or non-

statutory employment relationship with the UB (whether teaching and research staff or technical, management, and administrative and service staff).

Article 23(4) of Law 11/2014 of 10 October stipulates that individuals do not need to have been diagnosed with gender dysphoria or be undergoing medical treatment to be covered by the provisions of the law in question and that universities must guarantee the conditions by which trans* individuals will be addressed as and called by their chosen name in accordance with their gender identity.

Time limits

The process of making a name change must be completed within 15 working days from the day on which an application is received from the individual concerned and excluding UB holiday periods.

Procedure

To ensure confidentiality, all queries and/or applications must be directed to the UB's Equality Unit, which will act as an intermediary between the applicant and the university.

Any UB faculties or units that receive a query or application in relation to making a name change shall refer the case to the Equality Unit.

The procedure for changing names to chosen names within the university has three steps:

a. Submission of applications

Individuals must submit their application through the [name change form](#) available on the webpage of the Equality Unit or through the AppSocUB, indicating their chosen name (that is, the name that they wish to use).

An alternative way for individuals to change their name within the university setting is through the university pre-enrolment lists for bachelor's degree students. In this case, when the Area for the University Community receives the information from the Government of Catalonia's Office for Pre-enrolment, the cases of individuals are identified and the procedure is initiated to register their chosen names in GIGA. Subsequently, Academic Management sends the list of students to Academic and Teaching Planning, which informs the Equality Unit and any affected secretary's office for students and teaching staff.

b. Review of applications

The UB's Equality Unit shall review and validate applications, which shall then be forwarded to the Area for Academic and Teaching Planning (in the case of students) or to the Perseus Technical Unit for Human Resources (in the case of teaching and

research staff or technical, management, and administrative and service staff), depending on the group to which the applicant belongs, and also to the Electronic Administration and Records Management Office so that the name change can be put into effect.

Both the Area for Academic and Teaching Planning and the Perseus Technical Unit for Human Resources shall get in touch with the ICT Area to make the changes and, once made, notify the UB's Equality Unit.

c. Notification of changes

Once the changes have been made, the units and services involved shall notify the UB's Equality Unit, which shall in turn inform the applicant that the changes are now in effect.

At the same time, if the applicant is a student, the Equality Unit shall notify the person in charge of the secretary's office of the corresponding faculty, which will inform teaching staff of the name change.

Catalogue of services

Making a change to a chosen name within the university has the following effects:

Type	UB group(s)
Email	Students, PDI, PTGAS
Username (Academic Management Information System -GIGA-, class listings)	Students
UB Card and photo	Students, PDI, PTGAS
Username on UB intranet and main UB apps	Students, PDI, PTGAS
Use of chosen name in procedures related to mobility programmes	Students, PDI, PTGAS

5) Change of legal name

Article 49(2) of Law 4/2023 of 28 February for the real and effective equality of trans people and for the guarantee of the rights of LGBTI people makes the following stipulation in reference to the adaptation of Registry Office documents in relation to gender identity:

The person concerned or their voluntary or legal representative shall be entitled to request the reissue of any document, degree, diploma or certificate adjusted to match the rectified entry in the registry, from any public or private authority, body or institution. The new issue of said documents shall be guaranteed by the authorities, bodies and institutions that originally issued them to contain the proper identification of the person to whom they are reissued, through the timely printing of a duplicate of

the national identity card with the same number or of the same registry key that appeared in the original.

Aim

The aim is to implement, at the request of the individuals concerned, any changes of legal name and gender for trans* and non-binary people who are in possession of a Spanish national identity card or other official legal document establishing their identity, such as a passport, identity card for foreign residents of Spain (TIE) or foreign identity number (NIE), that contains the individuals' updated name and gender.

Scope of application

This procedure is open to all UB students and all staff with a formal statutory or non-statutory employment relationship with the UB (whether teaching and research staff or technical, management, and administrative and service staff) who have changed their gender designation and/or name in Registry Office records and possess an updated national identity card or other official legal document establishing their identity, such as a passport, identity card for foreign residents of Spain (TIE) or foreign identity number (NIE).

Time limits

The process of changing a legal name must be completed within 15 working days from the day on which an application is received from the individual concerned and excluding UB holiday periods.

Procedure

When any individuals concerned have changed their gender designation and/or name in Registry Office records and possess an updated Spanish national identity card or other official legal document establishing their identity, they have two ways to notify the UB of their change of legal name.

One way to do so is through the UB's Equality Unit, which shall act as an intermediary between the applicant and the secretary's office for students and teaching staff (SED) of the corresponding faculty (in the case of students) or the Area for Organization and Human Resources (in the case of teaching and research staff or technical, management, and administrative and service staff).

The other way to do so is for the individuals concerned to get in touch directly with the SED or the Area for Organization and Human Resources, as appropriate, to notify them of the change of legal name.

Once notification of a change of legal name has been made to the UB, the Equality Unit

(if requested to act as an intermediary) and the SED or the Area for Organization and Human Resources (depending on the type of applicant) shall have a maximum period of 15 working days to inform the individuals concerned that the change has been made at the UB.

Effects

The change of legal name has effects in every area of the UB that requires personal information of this kind.

If any individuals wish to obtain a duplicate of a previously issued academic degree so that it now contains their chosen name, they must inform the secretary's office of students and teaching staff in their faculty to start the process. If the name change has been undertaken so that the duplicate matches updated Registry Office records in relation to gender, the individual concerned is exempt from the payment of the fee for duplicates.

ANNEX 1. GLOSSARY

Biphobia: The term encompasses a range of negative feelings, attitudes and behaviours towards bisexual people. Biphobia, which is present at all levels of society, is reflected in denial, invisibility, marginalization, exclusion and other forms of violence against bisexual people. (Source: FELGTB, Spanish Federation of Lesbians, Gays, Transsexuals and Bisexuals)

Bisexuality: The term refers to a sexual orientation (that differs from heterosexuality and homosexuality) characterized by an individual's ability to feel sexually, emotionally and/or romantically attracted to people of either gender. (Source: FELGTB, Spanish Federation of Lesbians, Gays, Transsexuals and Bisexuals)

Gender identity: The term refers to the identity of individuals in terms of their gender, that is, their feeling of belonging to or identifying with one, more than one or no specific gender. It does not necessarily match an individual's socially assigned sex or gender.

Homophobia: Hate, rejection, aversion, prejudice or discrimination against individuals with sexual preferences different from heterosexuality that can have a negative effect on their rights (Source: [UBTERM: Gender equality glossary](#))

Chosen name: The term refers to the name that individuals wish to be called in accordance with their gender identity. A chosen name is different from a birthname or deadname. (Source: [LGBT \(lesbian, gay, bisexual, trans\) Dictionary](#) by Marta Breu). There are also other alternatives, such as *preferred name* and *name-in-use*. (See [Law 11/2014](#))

Sexual orientation: The term refers to the capacity to feel deep emotional, affective and sexual attraction towards someone of a different sex (heterosexual orientation), the same sex (homosexual orientation) or more than one sex (bisexual orientation). A transsexual person, therefore, can be heterosexual, homosexual or bisexual. (Source: FELGTB, Spanish Federation of Lesbians, Gays, Transsexuals and Bisexuals)

Trans*: The term *trans* followed by an asterisk appears in the document title and throughout the text of the document, where it refers to an umbrella concept that can include a variety of gender expressions and gender identities, such as *transgender*, *transsexual*, *trans woman*, *trans man*, *non-binary person*, *transvestite*, *transmasculine person* or *transmasc*, *transfeminine person* or *transfem*, *agender person*, etc.

Transgender: 1. The term refers to people who do not identify as the gender that was assigned to them at birth on the basis of their biological characteristics. Transgender individuals may feel that they belong to the opposite gender or that they do not fit into any traditionally established gender categories. 2. The term also refers to a set of behaviours and characteristics (not solely physical attributes) within an individual that are not linked only to a single male or female gender. (Source: [UBTERM: Gender equality glossary](#))

Transphobia: Hate, rejection, aversion, prejudice or discrimination against transgender

or transsexual individuals, which can have a negative effect on their rights. (Source: [UBTERM: Gender equality glossary](#))

Transsexual: The term refers to people who have undergone physical operations or treatments to change their gender or gender attributes. The term is distinct from transgender (see transgender). (Source: [UBTERM: Gender equality glossary](#))

ANNEX 2. RIGHT TO INFORMATION RELATING TO THE TREATMENT OF PERSONAL DATA

Office responsible	General Secretary's Office of the University of Barcelona Gran Via de les Corts Catalanes, 585, 08007 Barcelona secretaria.general@ub.edu
Purpose of treatment	To manage the name change procedure.
Lawful basis	The lawful basis of the procedure is compliance with a mission in the public interest (Organic Law 2/2023 of 22 March on the University System; Law 1/2003 of 19 February on the universities of Catalonia; and Law 11/2014 of 10 October to safeguard the rights of lesbian, gay, bisexual, transgender and intersex people and to eradicate homophobia, biphobia and transphobia).
Time limit on data preservation	Any information shall be kept only for the period of time required to fulfil the purpose for which it has been collected and to determine any duties or responsibilities that may result.
Recipients of the data	The recipients of the data are the UB and anyone responsible for the treatment of the data. No information will be given to third parties, except where legally obligated to do so.
Rights of individuals	Individuals can exercise their rights to access, correct, delete, oppose, export and limit the treatment of their personal data by written notification sent to the General Secretary's Office of the University of Barcelona either by post (address: Gran Via de les Corts Catalanes, 585, 08007 Barcelona) or by email (at secretaria.general@ub.edu). Individuals must attach a photocopy of their Spanish national identity card or some other legally valid document establishing their identity.
UB delegate for data protection	If you do not think that your rights have been properly addressed and upheld, you can notify the UB delegate for data protection either by post (address: Gran Via de les Corts Catalanes, 585, 08007 Barcelona) or by email (at protecciodedades@ub.edu).
Supervisory body	Any complaints can also be filed with the Catalan Data Protection Authority (APDCAT).